



TOM TINDALL
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

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"To enrich lives through effective and caring service"

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November 15, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

16 November 15, 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**REQUEST FOR APPROVAL TO EXTEND CUSTODIAL SERVICES CONTRACT
WITH DIAMOND CONTRACT SERVICES**

SUBJECT

Approve and authorize the Director of the Internal Services Department or his designee to execute an amendment with Diamond Contract Services to continue providing custodial services at various County facilities for an additional 60-day period.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director, Internal Services Department, to extend the existing custodial services contract (#75324) with Diamond Contract Services for the 60-day period of December 21, 2011 to February 20, 2012, to continue providing custodial services at various County facilities.
2. Delegate authority to the Director, Internal Services Department, or his designee, to execute the amendment with Diamond Contract Services.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow for the continued provision of custodial services at thirty-six (36) County facilities (see attached). The number of facilities may fluctuate based on the needs of the County departments.

The existing contract with Diamond Contract Services (Diamond) will expire on December 20, 2011. The recommended contract extension will provide time to complete the Request for Proposals (RFP) process, which has been delayed due to the complexity of the solicitation and a pending protest. A 60-day extension will also provide ISD with the necessary time to transition the services to the new

contract.

Implementation of Strategic Plan Goals

The recommended contract supports County Strategic Plan Goal 1 (Operational Effectiveness) by providing centralized contracts that provide custodial services countywide.

FISCAL IMPACT/FINANCING

Funding for the services are included in ISD's Fiscal Year 2011-12 Adopted Budget and other County departments' budgets. Costs funded under ISD's budget will be recovered through billings to customer departments. The rates for the proposed extensions will remain fixed and will not increase for the extension period. The current monthly rate is \$289,896.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the current contracts have been approved as to form by County Counsel. All terms and conditions will remain the same.

CONTRACTING PROCESS

Not applicable.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will ensure the continued provision of custodial services at County facilities.

Respectfully submitted,

A handwritten signature in dark ink that reads "Tom Tindall". The signature is written in a cursive, slightly slanted style.

TOM TINDALL

Director

TT:YY

Enclosures

c: Chief Executive Officer
County Counsel

**DIAMOND CONTRACT SERVICES, INC
CONTRACT #75324**

ATTACHMENT

NO.	FACILITY LOCATION	ADDRESS	CITY
1	CAO	1275 N. Eastern Ave.	Los Angeles
2	COURTS	150 Commonwealth	Alhambra
3	COURTS	600 Broadway	Glendale
4	COURTS	4848 Civic Center Way,	East Los Angeles
5	COURTS- Comfort Station	5301 E. 3rd St.	East Los Angeles
6	COURTS	201 Centre Plaza Dr.	Monterey Park
7	COURTS	200 No. Garfield Ave.	Pasadena
8	COURTS	300 E. Walnut St.	Pasadena
9	COURTS-Mental Health	1150 San Fernando Rd.	Los Angeles
10	COM. & SR. CITIZEN SERVICES	730 E. Altadena Dr.	Altadena
11	COM. & SR. CITIZEN SERVICES - Bld. A	4716 Cesar Chavez	Los Angeles
12	COM. & SR. CITIZEN SERVICES - Bld. B	4716 Cesar Chavez	Los Angeles
13	COM. & SR. CITIZEN SERVICES - Bld. C	4716 Cesar Chavez	Los Angeles
14	COM. & SR. CITIZEN SERVICES	560 Mariposa	Altadena
15	COM. & SR. CITIZEN SERVICES	133 No. Sunol Dr.	Los Angeles
16	COUNTY COUNSEL/SHERIFF	101 Centre Plaza	Monterey Park
17	DISTRICT ATTORNEY	5300 Harbor St.	Commerce
18	DPSS	4077 Mission Road	Los Angeles
19	DPSS	2200 Humbolt	Los Angeles
20	DPSS	4680 San Fernando Rd.	Glendale
21	DPSS	955 No. Lake St.	Pasadena
22	FIRE -FCCF Building	1320 N. Eastern Ave.	Los Angeles
23	FIRE Dept.	1104 N. Eastern Ave.	Los Angeles
24	FIRE-Klinger Center	1320 No. Eastern Ave.	Los Angeles
25	FIRE-LAO Training Center	1320 No. Eastern Ave.	Los Angeles
26	ISD Headquarters	1100 No. Eastern Ave.	Los Angeles
27	ISD - HR ANNEX- trailer	1100 No. Eastern Ave.	Los Angeles
28	MENTAL HEALTH	5321 Via Marisol	Los Angeles
29	SHERIFF	1104 N. Eastern	Los Angeles
30	SHERIFF	4700 Ramona Blvd.	Monterey Park
31	BOARD OF SUPERVIORS-	Field Office 4801 E. Third St.	E. Los Angeles
32	ARRAIGNMENT COURT	429 Bauchet ST.	Los Angeles
33	DPSS	813 4th Place	Los Angeles
34	SHERIFF/JUVENILE COURT HEALTH SERVICES	1925 Daly Street	Los Angeles
35	Northeast Wellness Center	5564 N. Figueroa St.	Los Angeles
36	INTERNAL SERVICES Fleet Services	1104 N. Eastern Ave.	Los Angeles